



Job Title Digitisation Co-ordinator

Department Preserved Collections

Division Science

Job Description

Main Duties

1. Support our ambition to digitise RBGE's Preserved Collections by helping to coordinate digitisation workflows within the Herbarium team and contributing to the success of our digitisation programme.
2. Image management: responsible for the setup, capture, implementation of image standards, quality control and data management around images generated from specimens and other items in RBGE's Preserved Collections.
3. Manage digitisation cameras and their maintenance, software updates, liaising with the manufacturers when necessary.
4. Support the management of digital specimen data and their accessibility in our Herbarium catalogue.
5. Digitise specimens across the Preserved Collections.
6. Interface with other members of the Herbarium team to define and set up projects for our community of citizen scientists communicating with them as necessary.
7. Line management responsibilities for c. 3 digitisers as necessary.
8. Communicate about RBGE's digitisation programme, collections and science by writing content for online formats (webpages, blogs, social media), give tours of the Herbarium digitisation facility, and interacting with users of the Preserved Collection as required.
9. Any other duties as required



Person Specification

Skills/Aptitude	Essential	Desirable
Excellent organisational skills	*	
Excellent people skills, with the ability to manage a team of digitisers	*	
Ability to work independently and be self-motivated	*	
Capacity for meticulous and sensitive handling of delicate specimens	*	
Excellent communication skills and good written English	*	
Ability to document procedures and workflows		*

Knowledge	Essential	Desirable
Good botanical or taxonomic knowledge	*	
Experience in the digitisation of collections	*	
Experience and/or good working knowledge of image capture technologies, software, such as CaptureOne and Adobe Photoshop, and image standards	*	
Experience and/or good working knowledge of collection management systems	*	
Excellent IT skills – MS Word, Excel, Teams, Outlook etc.	*	
Experience and/or good working knowledge of checking and verifying image and data quality	*	
Ability to work with computer languages (SQL, PHP or Python)		*

Professional Qualifications	Essential	Desirable
Degree or equivalent experience in botany or related subject	*	